



## JENNY HELPER

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<Date>

Carl Boss, Vice Principal  
Park School  
123 Nearme Street  
Always Close, TX

Dear Mr. Boss:

Park School, its children, and their parents deserve the very best Teacher's Aide. I am confident my professional hands on experience and formal Early Childhood Education qualification will contribute to the education your school provides. Please consider this letter and enclose resume my official candidacy to help maintain the important and tough standards your school sets in elementary education.

My experience is relevant and extensive, as described in the enclosed resume. What my resume cannot illustrate are the intangibles that set me apart from other candidates. I have a tremendous love for children and place a high standard on learning. I possess a calm attitude and a superb understanding of children's needs, Family and friends are surprised by how comfortable their children feel with me. If you are looking for someone who is positive, personable, and able to perform in a pressure cooker environment, look no further. This is my belief:

*Children are an inspiration; each holds promise for our future.  
They supply us with endless rays of energy, enthusiasm, warmth, and hope to keep us going.*

As a Professional, I am always seeking to increase my skills. I recently ordered the book *Sign Language Starter* by Harry Bernstein. Sign language has always intrigued me, and the benefit it gives deaf children and adults is remarkable. I am learning this language on my own and plan to take a course when one becomes available. The special needs department within Park School is wonderful; the instructors are a remarkable gift, and you can tell they put their heart and soul into helping children.

Mr. Boss, I would welcome the chance to discuss any openings that may arise at Park School and will contact you next week to see when we might meet.

Thank you for your consideration.

Sincerely,

Jenny Helper

Enclosed: Resume